



# Announcing!

## Case Management Briefings

In conjunction with DDS Supports and Services Sessions

**Briefings:** Most Briefings will have prerequisite CDS online modules to be completed before each session. Briefings will be held regionally. A certificate of Completion will be offered for each session completed.

**March 20th 2008 (9AM-4:15PM) & March 27, 2008 (9AM-12:15PM)**

**– CCPA, Rocky Hill, CT**

**Case Management Basics:** This is a one and half day session and recommended for all Case Managers. Information being provided will cover Case Manager roles and responsibilities, structure by divisions, caseload variations, contact frequency, Targeted Case Management, eCamris and setting up files.

**Prerequisite:** CDS Person Centered Planning Module

**March 27, 2008 (1PM-4:15PM) – CCPA, Rocky Hill, CT**

**Divisional Overview:** These sessions will cover specific information related to Individual and Family Support services, Public Services, Private Services and Voluntary Service Program (VSP) in partnership with DCF.

**Note:** VSP case managers will also have an opportunity to attend the VSP program sponsored by DDS and DCF

**April 3, 2008 (9AM-4:15PM) – CCPA, Rocky Hill, CT**

**Supporting Families and Individuals with Intellectual Disabilities in the IP**

**Process:** This session will focus on team facilitation effectiveness and provide team building strategies and techniques in order to provide supports and services to families and individuals throughout the Individual Plan process.

**April 17, 2008 (9AM-4:15PM) – Keeney Center, Wethersfield, CT**

**Legal, Forensic and Guardianship Review:** This session will review legal issues and concerns in the areas of guardianship & assessments, laws effecting conservatorship, involuntary custody and commitment, forensics, OPA and protective service plans, confidentiality, voter registration, PARS, ethics, transfer hearings and special needs trusts.

**Prerequisite:** Office of State Ethics online module Ethics 101, you must print the certificate and bring it to the session for signature.

**April 24, 2008 (9AM-4:15PM) – CRT, Hartford, CT**

**Individual Budget, LON, P.R.A.T & U.R.:** These sessions will review the Planning and Resource Allocation Team and its structure, processing plans and budgets for authorization, PRAT service decisions and appeals, Utilization Resource Review overview, individual budgets, cost standards, prior approval, and account definitions. The Level of Need Assessment Tool will be discussed and reviewed in correlation to the overall process.



### **May 1, 2008 (9AM-4:15PM) – Timexpo Museum, Waterbury, CT**

**Orientation of Service Systems and Self Directed Services:** These sessions will focus on choices and options of services for our consumers, discussing these options and enrolling consumers in the waiver. Scripts and techniques will provided better understanding of service support choices and making those choices, FICS, consumer hiring options, self direction supports, paying for those supports, training and documentation.

### **May 15, 2008 (9AM-4:15PM) – DDS New Haven Office, New Haven, CT**

**Eligibility, Enrollment and Benefits:** This session will provide information on the DDS waiver enrollment procedures, DDS and DSS Medicaid waiver eligibility and will review the necessary forms that all case managers will review with consumers.

### **May 22, 2008 (9AM-4:15PM) – Keeney Center, Wethersfield, CT**

**Policy and Procedure Overview:** This session is review policies and procedures surrounding incident reporting, PRC, Human Rights, restraints, Abuse and Neglect, Water Safety, Health Care Overview, Mortality Review, Death Reporting and living wills.

**Additional sessions to be scheduled:**  
**QSR Application & Community Safety**

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## **DIRECTIONS**

### **Connecticut Community Providers Association**

35 Cold Springs Road, Suite 522 • Rocky Hill, CT 06067  
Tel. (860) 257-7909

#### **From I-91 Southbound (From Hartford):**

Take I-91 to exit 23 (West Street, Rocky Hill Exit). Take a right off the exit. Follow West Street .4 miles to the traffic light at the end. This is the intersection of West Street and Route 3. Take a left onto Route 3 and follow it for 1/4 miles to the next traffic light which is Cold Springs Road. Turn Right onto Cold Springs Road. Southway Executive Park, 35 Cold Springs Road, is .1 miles on the right (the second driveway on Cold Springs Road). Follow the driveway for .2 miles to the last office building -- Building 500. Our office is located on the second floor.

#### **From I-91 Northbound (From New Haven):**

Take I-91 to exit 23 (West Street, Rocky Hill Exit). Take a left off the exit. Follow West Street .4 miles to the traffic light at the end. This is the intersection of West Street and Route 3. Take a left onto Route 3 and follow it for 1/4 miles to the next traffic light which is Cold Springs Road. Turn Right onto Cold Springs Road. Southway Executive Park, 35 Cold Springs Road, is .1 miles on the right (the second driveway on Cold Springs Road). Follow the driveway for .2 miles to the last office building -- Building 500. Our office is located on the second floor.

#### **From Route 2:**

Take Route 3 to Wethersfield (Putnam Bridge). Follow Route 3 across Route 99 for approximately 4 miles into Rocky Hill. Turn Right at the intersection of Route 3 and Cold Springs Road. Southway Executive Park, 35 Cold Springs Road, is .1 miles on the right (the second driveway on Cold Springs Road). Follow the driveway for .2 miles to the last office building - Building 500. Our office is located on the second floor.

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### **Community Renewal Team**

555 Windsor Street • Hartford Connecticut 06120

#### **From 91 N and S:**

Take the Trumbull Street exit #32 B stay straight on Trumbull Street. Take right onto Windsor Street. Follow for 1.5 miles to #555, a gray building is on the left.

#### **From I-84 East:**

Take the Main Street exit #50, turn left onto Trumbull Street.. Turn left onto Windsor Street. Follow for 1.5 miles to #555, a gray building is on the left.

**From I-84 West:**

Take the Main Street exit #50. Turn Right onto Market Street. Turn Left onto Pleasant Street. Turn Right onto Windsor Street. #555, a gray building is on the left.

Visitor parking is on the right, across the street from the building. Please see receptionist upon entering

**Keeney Memorial Cultural Center**

(across from the Historic Silas Deane House)  
200 Main Street • Wethersfield, CT 06109  
860/529-7161

**From Hartford:**

Take I-91 South to Exit 26. Turn right and go to Marsh Street. Turn left and follow Marsh Street to Main Street. Turn left onto Main Street. The Keeney Center is the third building on the left.

**From New Haven:**

Take I-91 North to Exit 25-26. Bear right and take Exit 26 (Old Wethersfield). Turn left at the end of the exit ramp and follow signs to Marsh Street. Turn left and follow Marsh Street to Main Street. Turn left onto Main Street. The Keeney Center is the third building on the left.

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**Timexpo Museum**

Brass Mill Commons Plaza  
175 Union Street • Waterbury, CT 06706  
(203) 346-5722

**From Danbury:**

Take I-84 East to Exit 22 (Baldwin Street/downtown Waterbury). Stay straight to go to Market SQ. Turn left onto South Main Street. Turn right onto Union Street. Museum is on your left. You must turn into the plaza.

**From Hartford:**

Take I-84 West to exit 22 (towards downtown Waterbury). Turn left onto Union Street. Museum is on the left. You must turn into the plaza.

**From Stamford / Bridgeport:**

Take I-95 North to exit 27A /CT-8. Take CT-8 North to exit 31/I-84 East (Hartford). Follow I-84 East to exit 22(Baldwin Street/downtown Waterbury). Stay straight to go to Market SQ. Turn left onto South Main Street. Turn right onto Union Street. Museum is on your left. You must turn into the plaza.

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**DDS – South Region**

370 James Street • New Haven, CT  
Phone: (203) 974-4200

The entrance to the DDS Offices is on the third floor. The training room is the first room to the left after entering the DDS South Region New Haven Satellite Office.

**From the North:**

Take I-91 South toward NEW HAVEN  
Take the WILLOW ST exit- EXIT 6- toward US-5 / BLATCHLEY AVE. 0.2 miles  
Turn LEFT onto WILLOW ST. 0.1 miles  
Turn RIGHT onto STATE ST / US-5. 0.1 miles  
Turn LEFT onto JAMES ST. 0.2 miles  
Turn right **after 370 James St. The parking lot is behind the building.**

**From the South:**

I-91 N toward HARTFORD.  
Take the STATE ST / US-5 exit- EXIT 5- toward FAIR HAVEN. 0.1 miles  
Turn RIGHT onto JAMES ST. 0.2 miles  
Turn right **after 370 James St. The parking lot is behind the building.**